

## **1733 - HUMAN RESOURCES ADMINISTRATOR I**

### **NATURE OF WORK**

**This is advanced professional personnel management work in the examination and recruitment program of the City's Human Resources Department. Employees in this classification are responsible for performing specialized and difficult personnel management work relating to test development and validation activities. Emphasis of the work is on development of position qualifications and text content for specific classifications on an assigned project basis, researching, developing and referencing test materials for various examinations, including those in critical classes, and developing eligibility requirements for examination announcements.**

**Responsibilities include professional guidance to subordinate personnel in the screening of applications for examination eligibility. Duties require the exercise of considerable judgment and analytical ability in the application of selection theories, principles and methods, application of considerable knowledge required for test construction, and ability to deal tactfully and persuasively with departmental officials, employees, and the general public.**

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

**Reviews employment applications and evaluates work history, education and training, job skills, compensation needs, and other qualifications of applicants.**

**Test results, and other data pertinent to selection and referral of applicants.**

**Reviews job orders and matches applicants with job requirement.**

**Informs applicants of job duties and responsibilities, compensation and benefits, work schedules and working conditions, City and/or union policies, promotional opportunities, and other related information.**

**Refers selected applicants to person placing job order (appointing officer), according to City policy.**

**Keeps records of applicants not selected for employment.**

**Performs reference and background checks on applicants.**

**Prepares eligibility and referral lists of applicants using test results, federal preference standards, and other pertinent data.**

**Conducts or arranges for skills, intelligence, or psychological testing of applicants.**

**Evaluates selection and placement techniques by conducting research and follow-up activities and conferring with management and supervisory personnel.**

**Performs classification and pay studies.**

**Performs related tasks as required.**

### **KNOWLEDGE, SKILLS AND ABILITIES**

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**Considerable knowledge of general personnel management theories and principles.**

**Considerable knowledge of principles and procedures relating to public personnel and merit system administration.**

**Considerable knowledge of test validation and construction principles and techniques and relevant sources of information.**

**Knowledge of and ability to apply and interpret statistical concepts and methods used in merit system examinations processes.**

**Ability to acquire, rapidly, considerable knowledge of: City personnel rules, work rules, compensation plan, classification plan, organization and functions of departments.**

**Ability to plan, conduct and complete test development projects effectively, without supervision.**

**Ability to obtain relevant and complete information regarding the knowledge, skills and abilities of various classes in the development projects, as assigned.**

**Ability to apply merit system and test validation and construction principles effectively.**

**Ability to develop test content and examination announcements for a variety of occupations.**

**Ability to complete necessary research and apply analytical processes effectively in completion of statistical analyses assigned.**

**Ability to exercise good judgment in evaluating qualifications of applicants and applying rating schedules.**

**Ability to interpret and explain recruitment and examination policies, rules and regulations to department heads, supervisors, employees and the general public.**

**Ability to administer critical written tests according to established policies and procedures.**

**Ability to achieve rapport and deal effectively and persuasively with the public, City employees, supervisors and department heads.**

**Ability to communicate effectively and persuasively, both verbally and in writing.**

### **PHYSICAL REQUIREMENTS**

**Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.**

### **MINIMUM REQUIREMENTS**

**Graduation from an accredited college or university with a Bachelor's degree in Industrial/Organizational Psychology, Human Resources, Public/Business Administration, or related field and two (20 years experience performing job audits or developing and coordinating**

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**employment selection procedures. Additional experience may substitute for education on a year-for-year basis. DESIRES: Driver's license. Experience which demonstrates a knowledge of personnel management, civil service systems, and test validation. Ability to develop, conduct, and finalize job analyses. Experience in labor relations. Knowledge or experience in recruiting, statistical analyses, and communications (oral/written). Experience researching and resolving employee and applicant problems dealing with irate individuals, thorough knowledge of employment laws.**

### **SUPERVISION RECEIVED**

**General supervision is received from a professional supervisor who confers on difficult test development problems and reviews completed work for quality of professional results in test development.**

### **SUPERVISION EXERCISED**

**Directs subordinate employees in the screening of applicants, preparation of announcements and processing of tests and related materials.**

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